

DISCIPLINARY POLICY AND PROCEDURE

Disciplinary issues

Disciplinary issues that will lead to a disciplinary procedure are as follows:

- bad behaviour, such as fighting or drunkenness
- poor work performance
- harassment or victimisation
- misuse of College facilities (eg email and internet)
- poor timekeeping
- unauthorised absences

Acts of gross misconduct that may warrant summary dismissal include:

- theft or fraud
- physical violence, bullying or offensive behaviour
- deliberate damage to property
- misuse of the College's property or name
- inappropriate use of the internet or computer misuse
- bringing shame on the College
- alcohol or drug use affecting work
- causing loss, damage or injury through serious carelessness
- a serious breach of health and safety rules
- a serious breach of confidence

Dealing with disciplinary issues

When a potential disciplinary matter arises, the facts of the case will be established promptly before memories of events fade. A record will be kept for later reference. Having established the facts a decision will be made whether to drop the matter, deal with it informally or arrange for it to be handled formally.

Cases of minor misconduct or poor performance will normally be dealt with informally. In situations where matters are more serious or where the informal approach has been tried but is not working then formal action will be taken by using the following disciplinary procedure.

All written records of the disciplinary process will be treated as confidential and kept in accordance with the Data Protection Act 1998.

Disciplinary procedure

Step 1

Statement of grounds for action and invitation to meeting

- The Principal will set out in writing the student's alleged conduct or characteristics, or other circumstances, which led him to contemplate dismissing or taking disciplinary action.
- The Principal will send the statement to the student and invite the student to attend a meeting to discuss the matter.

Step 2

The meeting

- The meeting will take place before action is taken, except in the case where the disciplinary action consists of suspension.
- The meeting must not take place unless:
 - 1- the Principal has informed the student what the basis was for including in the statement under Step 1 the ground or grounds given for it; and
 - 2- the student has had a reasonable opportunity to consider their response to that information.
- The Principal and the student must take all reasonable steps to attend the meeting.
- After the meeting, the Principal must inform the student of his decision and notify him or her of the right to appeal against the decision if they are not satisfied with it.

Step 3

Appeal

- If the student wishes to appeal, he or she must inform the Principal.
- If the student informs the Principal of his or her wish to appeal, the Principal must invite them to attend a further meeting.
- The appeal meeting need not take place before the dismissal or disciplinary action takes effect.
- The Chair of the Trustees or a person nominated by him/her will hear the appeal.
- After the appeal meeting, the student must be informed of the final decision.
- The student's sponsoring church/ diocese will be informed of the decision.

Methodist Student Ministers

Methodist student ministers are under the oversight of the Wales Training Network Oversight Committee. The Principal will take the steps described above in conjunction with the Methodist Oversight Tutor and the Oversight Committee. The ultimate decision in disciplinary matters rests with the Oversight Committee. A paper giving full information on the procedures of Oversight Committees is available from the Connexional Team and on the Methodist Church website.